

Recommendations to Schools to Reduce Incidents of Absenteeism

Developing and Implementing an Attendance Review Board

- Schools could create a central attendance review board that does the following:
 - ensures attendance procedures are followed
 - identifies at-risk students and meets with students and parents
 - ensures legal requirements are followed
- The attendance review board can be formatted as defined by the school, including:
 - Membership (administrator, school social worker, school counselor, special education staff, school nurse)
 - Time, location, and frequency of meetings
 - Whether students may sit on the board (i.e. student council members) and what their role is
 - What actions the board may/must take

Intervention Schedule

- At absenteeism milestones designated by the school, the school could define concrete actions that must be taken to address attendance barriers, including but not limited to:
 - define at what stage letters are sent, phone calls are made, meetings are held, home visits are made, referrals to community services are made, collaborative plan is created, an attendance advocate is assigned, etc.
 - define who is responsible to complete the actions listed above
 - create a system for documenting all absenteeism related contacts
- Early intervention should be a priority and the focus should be understanding why the absences are accruing

Addressing Families with a History of Absenteeism/At-Risk Families

- In families where a student missed 20 days (or less if the school decides) in the previous school year, it is recommended that the school schedule a face-to-face meeting at the beginning of the school year to discuss attendance barriers that existed in the previous year and barriers that may continue in the current school year
- Create collaborative plan at the beginning of the school year
- Identify a staff member the family trusts or has a relationship with who can maintain contact with the family as the school year progresses and address attendance issues (possibly an Attendance Advocate/Mentor)

Attendance Advocate/Mentor

- Schools could designate staff that can act as Attendance Advocates/Mentors who can provide regular, frequent in-school support to the school and can maintain contact with the parents
- This could include use of an incentive system if appropriate
- This could include the use of support groups for students or parents if appropriate

Ensuring Collaborative Plan is Created

- At a milestone designated by the school (recommended at no later than 10 unexcused days of school), the school should have a face-to-face meeting with the parent and student, where appropriate, to develop a written collaborative plan referred to in Nebraska Revised Statute 79-209(2)(b)
- A copy of this plan should be given to the student and parent, or mailed to the family if:
 - the meeting was conducted over the phone, or
 - despite the school's efforts to reach out to the parent and student, the parent and student did not attend the meeting
- Attendance review board should monitor compliance with the collaborative plan at intervals defined by the school

Designate Staff to Connect Family to Services (mental health, economic, therapeutic, supportive, etc.)

- Schools could designate staff who are responsible for offering services and connecting families with service providers to address attendance barriers. Services could be either those available within the school or those out of the school to which the family needs to be referred
 - Examples of staff who could fulfill this role: school social workers, school counselors, administrators, etc.
- Staff should follow up with the family to ensure the family has been connected to the service and the family is following through with the service

Internet Resources	Website
Attendance Works	http://www.attendanceworks.org/
U.S. Department of Education	http://www2.ed.gov/about/inits/ed/chronicabsenteeism/index.html
California Public Education	http://pubs.cde.ca.gov/tcsii/ch8/attendance.aspx
Truancy Prevention Registry	http://www.schoolengagement.org/truancy prevention registry/index.cfm?fuseaction=programlist
Safe Supportive Learning	http://safesupportivelearning.ed.gov/index.php?id=01
Office of Juvenile Justice and Delinquency Prevention	http://www.ojjdp.gov/mpg/Home/Error.aspx?errorpath=/mpg/Default.aspx
School Justice Partnership	http://www.nycourts.gov/ip/justiceforchildren/school-justice.shtml
Nat'l Leadership Summit on School Justice	http://www.school-justicesummit.org/papers/papers.cfm
Everyone Graduates	http://www.every1graduates.org/
National Resources	
National Center for Education Statistics	http://nces.ed.gov/
National Center for School Engagement	http://schoolengagement.org/
Success Mentors New York City	http://www.nyc.gov/html/truancy/html/resources/success_mentors.shtml
Student Attendance Review Board California School Districts	http://www.cde.ca.gov/ls/ai/sb/
Check N Connect University of Minnesota	http://checkandconnect.umn.edu/
Diplomas Now	http://diplomasnow.org/
Community In Schools	http://www.communitiesinschools.org/
Department of Education New York City	http://schools.nyc.gov/StudentSupport/StudentAttendance/default.htm
Walking School Bus Springfield, Massachusetts	http://saferoutespartnership.org/state/srts-in-your-state/massachusetts
Nebraska	
Building Bridges (University of Nebraska-Lincoln)	http://k12engagement.unl.edu/building-bridges
Nebraska Family Helpline (888) 866-8660	http://dhhs.ne.gov/behavioral_health/Pages/nebraskafamilyhelpline_index.aspx
School Community Intervention & Prevention (SCIP) Program	http://www.lmep.com/SCIP.aspx
Strategic Targeted Attendance Reporting System (STARS) —Grand Island, Nebraska	
State of Nebraska Behavioral Healthcare Network *Professional Partner Program	http://dhhs.ne.gov/behavioral_health/Pages/networkofcare_index.aspx
D2 Center Omaha, Nebraska	http://www.d2center.org/
Goodwill—Youth Build Omaha, Nebraska	http://www.goodwillomaha.org/
Youth Attendance Navigators Urban League —Omaha, Nebraska	http://www.urbanleagueneb.org/
GOALS Center —Omaha, Nebraska	http://goals-center.com
ReConnect 2 Success —Omaha, Nebraska	http://www.lswstrategies1.com/
Pathways to Success Latino Center of the Midlands Omaha, Nebraska	http://www.latinocenterofthemidlands.org/
School and Family Enrichment (SAFE) CSI and Region 6 Omaha, Nebraska	http://www.childsaving.org/
Gateway to College Metropolitan Community College Omaha, Nebraska	http://www.mccneb.edu/gtc/